

# Panelist Checklist

## Download proposals and submit reviews:

- ☐ [View, print, and/or download proposals](#) through FastLane
  - ☐ Read [Astronomy Panel Procedures and Instructions](#)
  - ☐ Read [Proposal Review Instructions](#)
  - ☐ Notify Program Officer of any potential Conflicts of Interest (as soon as possible)
- Tip: Reviews are submitted under the Panel Review System after logging into FastLane's Panelist Functions. If FastLane is requesting a 6-digit PIN, you are not in the right part of FastLane!*

## How to prevent delays in reimbursement:

### 1. FastLane Registration

1. Log into [FastLane Panelist Functions](#)
2. Click on Travel & Reimbursement
3. Complete Step 1: [Participant Registration Questions](#) and [confirm SSN](#)
4. Complete Step 2: [Personal Banking/Contact Information](#)

### 2. Travel Planning and Booking

- ☐ Notify panel coordinator if return travel cannot be completed on second meeting day (before confirming travel plans)

#### If you plan to book travel:

- ☐ Contact the NSF travel agent to arrange air or rail travel and (optional) lodging by [calling](#) the travel agent directly or completing the [e-mail reservation request form](#)

*Tip: The NSF travel agency can book lodging at the government rate*

*Tip: You can check the current government rate here: <http://www.gsa.gov/perdiem> (use zip code: 22230)*

#### If you plan to drive:

- ☐ Notify panel coordinator if travel plans include driving in lieu of air or rail
  - ☐ Submit [mileage expenses](#) in FastLane (after completing registration)
- Tip: You can check the current POV rate here: <http://www.gsa.gov/mileage>*

#### If you plan to participate remotely:

- ☐ Notify panel coordinator if you prefer to participate by video or teleconference



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### 3. Submit Conflict of Interest Form

- ☐ Email or bring to meeting signed [Conflict of Interest Form](#)

*Tip: Email COI form to your panel coordinator*

### 4. Record attendance in FastLane

- ☐ Use FastLane's [Meeting Sign-In](#) to indicate you participated in the panel meeting for **each day** of the meeting

### 5. Submit Receipts (applies only to foreign nationals, VISA holders, and Federal employees who attend in person)

- ☐ Submit all hotel and ground transportation receipts (meal receipts not needed) to panel coordinator
- ☐ Sign and return AST Travel Reimbursement Form provided by panel coordinator after submitting your receipts

### ***Other administrative matters:***

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- ☐ Notify panel coordinator if you will not bring personal laptop to meeting

